

THIS IS A SAMPLE DOCUMENT  
APPLICANTS WILL BE GIVEN AN APPLICATION ONCE ELIGIBLE FOR ROGO



MONROE COUNTY  
PLANNING AND ENVIRONMENTAL RESOURCES DEPARTMENT  
Residential Permit Allocation (ROGO) Application  
Monroe County Land Development Code Section 138-19  
2030 Comprehensive Plan Objective 101.6

Application Fee: \$748.00 [MCC Section 138-25(b) nonrefundable fee]  
(NO APPLICATION FEE FOR AFFORDABLE HOUSING)

PRINT AND ATTACH A COPY OF A PROPERTY RECORD CARD (DATED WITHIN FIVE DAYS OF SUBMITTAL).

IF YOU HAVE QUESTIONS OR WISH TO MAKE AN APPOINTMENT TO DELIVER YOUR APPLICATION, PLEASE CALL THE OFFICE CLOSEST TO YOUR PROJECT.  
[Marathon: (305) 289-2500; Key Largo: (305) 453-8800]

ONCE THIS APPLICATION IS ACCEPTED AND DEEMED COMPLETE, REVISIONS MAY BE MADE PURSUANT TO LAND DEVELOPMENT CODE SECTION 138-25.

Owner(s) Name: \_\_\_\_\_ Ph. (W) \_\_\_\_\_ (H) \_\_\_\_\_  
(Business/Corp/Entity Documents showing who is authorized to sign and documentation showing entity is current and active.)  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Owner(s) Email Address: \_\_\_\_\_  
Agent's Name: \_\_\_\_\_ Ph. (W) \_\_\_\_\_ (H) \_\_\_\_\_  
(If Agent listed then Agent authorization REQUIRED for the ROGO Application from all property owners. If the Agent is Business/Corp. then documentation showing who is authorized to sign and entity is current and active.)  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
(If Agent mailing address is the same as owner then only one letter will be sent to the owner.)  
Agents(s) Email Address: \_\_\_\_\_  
PROPERTY DESCRIPTION: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_  
Key (island): \_\_\_\_\_ Street: \_\_\_\_\_ MM: \_\_\_\_\_ RE: \_\_\_\_\_  
If metes and bounds, attach legal description on separate sheet.  
Unit Type (select 1 category):  
A) \_\_\_\_\_ Affordable/Employee Housing Unit or  
B) \_\_\_\_\_ Market Rate Residential Unit: (select 1 category):  
Commercial Apartment: \_\_\_\_\_ Dwelling Unit: \_\_\_\_\_ Mobile Home: \_\_\_\_\_ others: \_\_\_\_\_

Check Yes or No. If yes, then attach the requested documents:

Yes ___ No ___	The project is combining vacant legally platted lots or contiguous vacant parcels for aggregation for the voluntary reduction of density, for the retirement of development rights [see MCC Section 138-28(4) and Policy 101.6.4]. Please attach a copy of a proposed <b>restrictive covenant, unity of title, and conservation easement</b> running in favor of and enforceable by the County. Include, if applicable, Affidavit of No Encumbrances, Joinder, and Entity Affidavit. For Aggregation points a lot/parcel must contain a minimum of 2,000 square feet of uplands.
Yes ___ No ___	The proposal includes dedication of vacant land pursuant to MCC Section 138-28(5) and Policy 101.6.4. Required attachments with this application are: 1) letter from the Biologist stating the property is dedicateable, 2) proof of ownership, including a copy of current Monroe County Property Record Card and a copy of the recorded deed showing you as the property owner, 3) complete copy of title insurance policy and current Opinion of Title, 4) proposed WARRANTY DEED(S) ( <i>Quit Claim Deeds will not be accepted</i> ), and 5) land dedications must be in the same ownership as the owner listed above unless the applicant has an approved land dedication certificate. Please list the RE:?(s) of the land to be dedicated: _____
Yes ___ No ___	The applicant(s) is/are requesting market rate housing points, pursuant to MCC Section 138-28(a)(6), because the proposed unit is an integral part of employee or affordable housing project.
Yes ___ No ___	The applicant(s) is/are submitting monetary payment to the County's Land Acquisition Fund for the Purchase of County of land for conservation and retirement of development rights. Maximum of two whole points may be purchased. Each point is <b>\$6,098.04</b> . Number points _____ purchased and to be paid on date of this application submittal/acceptance by the Planning & Environmental Department with a Money Order or Cashiers Check.

THIS IS A SAMPLE DOCUMENT
APPLICANTS WILL BE GIVEN AN APPLICATION ONCE ELIGIBLE FOR ROGO

Yes \_\_\_ No \_\_\_
The proposed unit(s) will be affordable housing. Required: Please attach a copy of a current affordable housing approval from the Planning Department.
MCC Section 138-24(c) and 139-2(a)6(e), "No affordable housing allocation shall be awarded to applicants located within a tier I designated area, within a V-zone on the county's flood insurance rating map, tier II or within a tier III-A (special protection area) if clearing is proposed for any portion of an upland native habitat"

Is there a pending code enforcement proceeding involving all or a portion of the parcel proposed for development?
\_\_\_ Yes \_\_\_ No Code Case file #\_\_\_\_\_

Describe the enforcement proceedings and if this application is being submitted to correct the violation:

I certify that 1) I have read and examined this application including attachments and know same to be true and correct; 2) All provisions of laws and ordinances governing this type of work are complied with whether specified herein or not, including the provision of Local, State, or Federal requirements regulating construction or the performance of construction; and 3) Time periods for County action set forth in Section 110-142 of the County Code are hereby waived.

Additionally, I understand an application for administrative relief may be submitted to the Planning & Environmental Resources Department as prescribed by the Director of Planning; however, an application for administrative relief may not be submitted before the conclusion of the sixteenth quarterly allocation period and no later than one hundred eighty days following the close of the sixteenth quarterly allocation period based on the current ROGO application.

Furthermore, I acknowledge if the property is sold the rights to the ROGO Application and/or Administrative Relief Application will automatically transfer to the new property owner of record.

APPLICANTS ON BIG PINE Key & NO NAME KEY ONLY: I understand there is a mitigation requirement for new residences, non-residential floor area and institutional uses on Big Pine Key & No Name Key in order to ensure that development bears its fair share of the required mitigation under the Federal Incidental Take Permit (ITP). Prior to the permit issuance all mitigation requirements shall be satisfied according to the ITP for each H value impacted by the proposed development in accordance with the three to one H mitigation ratio in the Habitat Conservation Plan.

Pursuant to Section 122-8 of the Land Development Code, development that occurs within areas designated as "Species Focus Areas (SFAs)" or "Species Buffer Areas (SBAs)" within unincorporated Monroe County will be reviewed pursuant to the "Permit Referral Process" to ensure compliance with the Federal Endangered Species Act (ESA).

Note: Properties requiring FWS technical assistance who receive an allocation award pursuant to Monroe County will be issued an allocation pursuant to Monroe County Code Chapter 138. Some applicants may or may not obtain the required FWS technical assistance prior to the expiration of the allocation award and/or permit. If the allocation award/permit expires the property would be subject to the process again.

I, the Applicant, certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_
STATE OF \_\_\_\_\_
COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,
by \_\_\_\_\_, who is personally known to me OR produced
(PRINT NAME OF PERSON MAKING STATEMENT)
\_\_\_\_\_ as identification.
(TYPE OF ID PRODUCED)

Signature of Notary Public
Print, Type or Stamp Commissioned Name of Notary Public
My commission expires:

TO BE COMPLETED BY STAFF- DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ PERMIT # \_\_\_\_\_